



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

May 24, 2004

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **PINEWOOD ELEMENTARY SCHOOL AFTER-SCHOOL ENRICHMENT
PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Pinewood Elementary School (Pinewood), an elementary school site of the Los Angeles Unified School District (LAUSD), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through February 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers ASEP, which incorporates educational, recreational and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Pinewood is one of the 71 school sites providing ASEP and is located in the Third District.

Pinewood is paid with a negotiated monthly rate of \$279 per student. For Fiscal Year (FY) 2002-03, Pinewood was paid approximately \$174,000.

Purpose/Methodology

The purpose of the review was to determine whether Pinewood provided the services outlined in the contract with DPSS. We also evaluated Pinewood's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Pinewood's daily schedule, students' attendance records, personnel and payroll records and interviews with Pinewood staff and students.

Results of Review

Overall, Pinewood is providing the services outlined in its County contract. Pinewood maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including homework assistance, reading, writing and recreation. In addition, Pinewood achieved their planned service levels for the first six months of FY 2003-04.

Attached is a detailed report of the monitoring review.

Review of Report

On May 11, 2004, we discussed our report with LAUSD, who agreed with the report's findings. In addition, we notified DPSS and LAUSD of the results of our review.

We thank Pinewood for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
Bryce Yokomizo, Director
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
Sheri Lewis, HSA III, Child Care Program Section
Roy Romer, Superintendent, Los Angeles Unified School District
Esther Macias, Principal, Pinewood Elementary School
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-2004
PINEWOOD ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Pinewood Elementary School (Pinewood) billed the Department of Public Social Services (DPSS) for services provided in accordance with its County contract.

Verification

We interviewed the Site Coordinator of Pinewood and reviewed students' attendance records, a daily activity schedule and a monthly lesson plan. We also observed students receiving snacks and participating in homework assistance, art and recreational activities during the After-School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Pinewood billed DPSS to Pinewood's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether the students are eligible for ASEP and actually received the services from Pinewood that LAUSD billed DPSS.

Verification

From the December 2003 invoice, we interviewed seven students to confirm that they received ASEP services shown in the daily activity schedule and a daily snack during ASEP. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System.

Results

No exceptions. All seven students were eligible for ASEP. The students interviewed stated that they enjoyed the program activities. They also stated that they received a daily snack and participated in various activities, including homework assistance, reading, writing, math and recreation.

Recommendations

There are no recommendations in this section.

STAFFING LEVELS

Pinewood provides the same services to non-CalWORKs students, who are not eligible for ASEP, and LAUSD provides funding for the additional positions. In evaluating staffing ratios, we included both groups of students.

Objective

Determine whether Pinewood's staff-to-students ratio does not exceed 1:20 as required by DPSS' contract.

Verification

We interviewed the Site Coordinator and reviewed Pinewood's timekeeping records for the staff assigned to ASEP. We also observed ASEP staff working with students during ASEP.

Results

No exceptions. The staff-to-students ratio on that day did not exceed the 1:20 ratio. On March 15, 2004, we made an unannounced visit to Pinewood and observed five staff working with 74 students, including 40 non-CalWORKs students.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS

Objective

Determine whether Pinewood's staff meet the qualifications as required by LAUSD's guideline. Per LAUSD's guideline, a Site Coordinator needs to be a credentialed teacher and other staff need to be a high school graduate. In addition, all staff working with students need to obtain a background clearance per DPSS' contract.

Verification

We selected two Site Coordinators and three program staff. We reviewed the Department of Education's website to confirm the current teaching credentials of the two Site Coordinators. We interviewed the three program staff and reviewed their personnel files.

Results

No exceptions. Our interviews and review of documentation in the personnel files disclosed that the staff assigned to ASEP obtained background clearances prior to employment and possess the required education and certifications identified in DPSS' contract. In addition, the Site Coordinators possess the appropriate credentials.

Recommendations

There are no recommendations in this section.

SERVICE LEVELS

Objectives

Determine whether Pinewood met its planned service levels of 29 CalWORKs students per month.

Verification

We obtained the number of students serviced from LAUSD's invoices and compared the number against the planned service levels.

Results

Pinewood's actual service levels exceeded their planned service levels of 29 students per month. During our review period, Pinewood provided services to an average of 33 students each month. According to LAUSD's Project Director, Pinewood enrolled more students due to the high demand for ASEP services at the school site.

Recommendations

There are no recommendations in this section.